

Ellis County Texas
Emergency Services District #6
Waxahachie, Texas

JOB TITLE: Fire Chief
DEPARTMENT: Ellis County ESD#6
REPORTS TO: ESD#6 Board of Commissioners
SALARY RANGE: \$25,000 – \$35,000 based on experience

SUMMARY: The part-time (not to exceed 1,000 hours per year) Fire Chief works independently under the administrative direction of the Ellis County Emergency Services District #6 Board of Commissioners in this highly responsible position. This individual manages all activities of the ESD #6 Volunteer Fire Department and the Forrester Volunteer Fire Department in the protection of life and property, including fire prevention, fire suppression, ESD activities and Emergency Medical Services.

PRIMARY DUTIES AND RESPONSIBILITIES: *Essential duties and responsibilities may include, but are not limited to the following:*

1. Plans, directs and reviews activities of personnel performing fire inspection, prevention, suppression and emergency services
2. Initiates and advises on the development of ordinances and regulations
3. Makes recommendations to the Board of Commissioners for the establishment and maintenance of an adequate fire defense
4. Prepares long-range plans for the development of the emergency services district
5. Develops and proposes programs, policies and budget estimates deemed necessary to maintain a modern, efficient and effective fire department
6. Responds to citizens questions or complaints relative to ESD activities
7. Drafts and maintains the District's emergency/disaster plan and serves as the Emergency Management Coordinator
8. Meets with community groups and officials to explain and improve departmental programs
9. Prepares specifications for fire apparatus
10. Supervises subordinate fire chiefs and officers in the development and delivery of advanced fire training and staff development
11. Supervises subordinate officers responsible for community risk reduction activities
12. Responds to emergency incidents while off duty, as required
13. Makes assignments and supervises subordinates in the care and maintenance of stations and equipment
14. Oversees and reviews the preparation and maintenance of reports and records
15. Prepares and manages department budget from both fire departments, ESD#6 and Forrester volunteer fire departments
16. Serves as a member of the District's management team, providing information and recommendations to the ESD board of commissioners
17. Attends ESD#6 board meetings and other related meetings as required
18. Represents the constituents of ESD#6 in a professional, appropriate manner at all times
19. Protects the District's classified, confidential and sensitive information
20. Supports the relationship between the District and the public through courteous and cooperative interactions
21. Exemplifies a cooperative attitude to work effectively with others
22. Performs all work activities in a safe manner and follows all safety policies
23. Negotiates and supervises mutual and / or automatic aid agreements with surrounding municipal fire departments as appropriate

24. Plan and implement the hiring of part-time paid firefighters to man ESD#6 fire station during the day

EDUCATION & EXPERIENCE

- Experience in Fire Science, Fire Protection Administration, Public or Business Administration, or Emergency Management is required .
- Ten years of progressively responsible related work experience that includes five years of supervisory and managerial experience at a Chief Officer level and experience in the Emergency Management discipline is required.
- Completion of the Texas Fire Chiefs Academy (CFE),

SKILLS, KNOWLEDGE & ABILITIES

- **Knowledge of:**
 - Fire administration including:
 - Organization, staffing, resource management, deployment modeling, finance, equipment, analyzing / measuring performance, strategic planning, and risk management
 - Incident Command Systems
 - Community risk reduction through fire prevention, inspections, pre-plans, public education
 - Life Safety codes
 - Modern firefighting techniques and Best Practices involved in:
 - Industrial, commercial and residential structures
 - Urban Interface Wildland firefighting
 - Hazardous materials
 - Mass Casualty Incidents
 - Natural Disasters
 - ISO Standards
 - NFPA Standards
 - Municipal Fire Codes
 - Industry Best Practices
 - Modern Fire Apparatus specifications
 - Fire equipment and appliances
 - Strategic planning
 - Risk management and reduction
 - Analyzing / measuring performance
- Advanced writing skills required to write reports, correspondence, and summaries with proper format, punctuation, spelling and grammar
- Advanced math skills and applications including fractions, percentages, ratios/proportions and measurements
- Computer proficiency with advanced knowledge of MS operating systems
- Excellent organizational skills with demonstrated ability to plan, organize and execute multiple tasks by assessing and prioritizing work projects
- Ability to address an audience effectively
- Ability to make sound decisions and effectively handle stressful situations in a professional manner
- Ability to safely perform all physical requirements of the job

CERTIFICATIONS & LICENSES

- Valid Texas Class C Driver's License
- NIMS ICS 100,200,300,400,700, 800
- Advanced Fire Fighter Certification from the Texas Commission on Fire Protection
- Fire Officer II Certification from the Texas Commission on Fire Protection
- Incident Safety Officer Certification from the Texas Commission on Fire Protection
- Minimum certification of EMT-B from the Texas Department of State Health Services

PHYSICAL REQUIREMENTS:

- Sedentary work involving sitting a large portion of the time, and working within
- Must be able to climb, maintain balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, grasp, feel, talk, hear and perform repetitive motions
- Occasional lifting, carrying, pushing and/or pulling up to 30lbs from floor to waist
- Continuous use of vision, hearing and talking while working at a desk, communicating and driving
- Occasional use of hands, arms, legs and feet while driving
- Work performed both inside and outside, including exposure to cold, heat, noise, vibration, mechanical or electrical hazards, atmospheric conditions affecting the respiratory system

APPLICATION:

Please mail cover letter and C.V. to

Ellis County ESD#6
PO Box 2521
Waxahachie TX 75168

or email to

elliscountyESD6@outlook.com

no later than Friday the 27th of May, 2016.